

Solicitation Number SOL-527-11-000001

U.S. Resident Hire PSC  
Democracy and Governance Specialist  
USAID/Peru

1. SOLICITATION NUMBER: SOL-527-11-000001
2. ISSUANCE DATE: February 7, 2011
3. CLOSING DATE: February 18, 2011, 5:00 pm
4. POSITION TITLE: Democracy and Governance Specialist  
Full time (40 hours per week)
5. SALARY: GS-12 equivalent. U.S. resident-hire PSCs are not eligible for any fringe benefits (except contributions for FICA, health insurance and life insurance), including differentials and allowances. Final compensation will be negotiated within the market value based upon the candidate's past salary and work history, and educational background
6. PERIOD OF PERFORMANCE: An initial one year Personal Services Contract with the option to extend based on continued need for the services and available funding.
7. PLACE OF PERFORMANCE: Lima, Peru
8. OFFICE: Office of Democratic Initiatives (ODI)
9. SECURITY ACCESS: Employment authorization level security clearance from USAID and medical clearance.
10. OPEN TO: US Citizens (as further defined in footnote No. 1) with hiring preference for Eligible Family Members and US staff adult family dependents under Chief of Mission authority.

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1. "Resident Hire" means a U.S. Citizen who, at the time of hire as a PSC, resides in the cooperating country: (i) as a spouse or dependent of a U.S. citizen employed: (A) by a U.S. government agency; or (B) under any U.S. government-financed contract or agreement; or (C) under any other contract or agreement that provides for repatriation to the United States; or (ii) for reasons other than employment: (A) with a U.S. government agency; or (B) under any U.S. government-financed contract or agreement; or (C) under any other contract or employment arrangement that provides for repatriation to the United States; A U.S. citizen for purposes of this definition also includes persons who at the time of contracting are lawfully admitted permanent residents of the United States.

## **11. MAJOR DUTIES AND RESPONSIBILITIES:**

### **A. BASIC FUNCTION**

The incumbent should be a mid-level professional in his/her field of academic preparation and professional experience. S/he will be responsible for providing day to day management of select USAID/Peru democracy and governance programs in the Office of Democratic Initiatives (ODI), serving as a principal advisor on issues related to elections, anti-corruption, and civil society strengthening and providing state-of-the-art knowledge and expert guidance to the Mission on democracy and governance issues, including best practices and strategic planning. S/he will be expected to:

- A. Serve as an Assistance Officer's Technical Representative (AOTR) for election- and non-profit enterprise-related activities, including start-up and close-out processes. AOTR and alternate AOTR responsibilities include management of the following activities:
  - 1. *Democracia Activa – Perú*, Academy for Educational Development (AOTR)
  - 2. *Peru Social Enterprise Initiative*, Nonprofit Enterprise and Self-sustainability Team (AOTR)
  - 3. *Todos Hacemos Política*, International Republican Institute (AAOTR)
  - 4. *Conciencia Democratica*, National Democratic Institute (AAOTR)
- B. Serve as ODI's point person on election-related coordination. Includes publicly representing USAID/Peru on election-related activities and close collaboration with Government of Peru entities; political parties; civil society; and donors, as well as coordination with ODI implementers working on elections and on a variety of issues in the post-electoral period.
- C. Provide technical and programmatic support to ODI's Anti-Corruption Specialist and the design of new anti-corruption activities.
- D. Provide programmatic and logistical support to ODI's communications, outreach and reporting activities. Includes drafting, reviewing and preparing high quality materials in English that comply with USAID guidance and standards. Prepares briefing memoranda, speeches, letters, talking points, PowerPoint presentations and similar documents. Reviews USAID/Peru reporting documents and ensures accuracy of technical information and data-related to ODI activities. Organizes, synthesizes, describes and presents information in different formats based on audience needs. Prepares and conducts presentations as appropriate.

### **B. QUALIFICATIONS AND SELECTION CRITERIA:**

**1. Education (10 points):** Master's Degree (minimum) in the field of international development or other relevant field (e.g. political science; law; sociology; economics)

**2. Prior Work Experience (25 points):** Five years of progressively responsible, professional-level experience in the field of specialization. Three years experience working in a complex organizational structure with project management responsibilities. Experience preparing a range of written reports and documentation required within the organizational structure (required). Two years experience working in the field of democracy and governance (desirable).

**3. Knowledge (25 points):** A thorough knowledge of the concepts, principles, techniques and practices of strategic planning, managing and implementing US Government development activities (required). Knowledge of Peru's electoral and political party system, as well as corruption-related issues, challenges and recommended solutions (desirable). Familiarity with US Government procedures, governance policies, strategies and objectives. Knowledge of monitoring and evaluation strategies and methodologies (desirable).

**4. Skills and Abilities (25 points):** Ability to establish and maintain an extensive range of contacts with host country government representatives, civil society leaders, implementing agencies, other donors, and represent USAID development policies and priorities. Outstanding management, writing and presentation skills. Demonstrated ability to work effectively in a team setting (all of the above required).

**5. Language (15 points):** Superior analytical, oral, written and interpersonal communication skills in English (native speaker) and Spanish (speaking/comprehension level 3). Competency in Microsoft Word; Excel; PowerPoint and Outlook (required)

**C. POSITION ELEMENTS:**

1. Supervision: The incumbent receives supervision, direction and guidance from ODI's Deputy Office Chief. While the exercise of independent judgment and initiative is necessary when dealing with program matters, the incumbent's actions and decisions should first be cleared with the supervisor
2. Available Guidelines: The contractor will have access to USAID Automated Directives (ADS) which provide orientation on procedures and requirements the contractor needs to follow to carry out actions.
3. Authority to Make Commitments: None.
4. Supervision Exercised: None
5. Training: On-the-job training and on-line courses.

**D. TO APPLY:**

Qualified individuals are requested to submit a U.S. Government Optional Form 612. This form is available at the USAID website, <http://www.usaid.gov/forms/>

The OF-612 shall be submitted by fax, e-mail courier or hand delivery by the closing date. To ensure consideration your applications, please reference the solicitation number on your application and as a subject line in any cover letter.

**E. CONTRACTING INFORMATION BULLETINS PERTAINING TO PSCs:**

CIB/ AAPD No.	Title / Issued Date
AAPD 10-02	Exceptions to FAR Requirements for Central Contractor Registration And Masking Contractor-Specific Data Elements in FPDS-NG--SBU -- 01/08/10
AAPD 10-01	PERSONAL SERVICES CONTRACTS -- CHANGES IN USG REIMBURSEMENT AMOUNTS FOR HEALTH INSURANCE AND PHYSICAL EXAMINATION COSTS -- 01/08/10
AAPD 06-12	Homeland Security Presidential Directive-12 (HSPD-12) Implementation -- 10/17/06
AAPD 06-11	Home Leave and Revised General Provision 5, Leave and Holidays (AUGUST 2006) -- 09/12/06
AAPD 06-10	PSC MEDICAL EXPENSE PAYMENT RESPONSIBILITY -- October 30, 2006
AAPD 06-09	AIDAR, APPENDIX J: ORDER OF PREFERENCE FOR HIRING COOPERATING COUNTRY NATIONALS (CCNs) AND THIRD COUNTRY NATIONALS (TCNs) -- JUNE 23, 2006
AAPD 06-08	AIDAR, APPENDICES D AND J: USING THE OPTIONAL SCHEDULE TO INCREMENTALLY FUND CONTRACTS-- JUNE 23, 2006
AAPD 06-07	AIDAR, APPENDIX D: CONTRACT BUDGET, SALARY DETERMINATION AND SALARY INCREASES -- 05/19/06
AAPD 05-08	PERSONAL SERVICES CONTRACTS -- ANNUAL HEALTH INSURANCE COSTS FOR 2005 -- 06/30/05
AAPD 05-02	Clarification of Policy for Personal Services Contracts with Anticipated Contract Performance Periods Exceeding Five (5) Years -- 03/10/05
AAPD 04-15	CASH AWARDS FOR USPSCs AND TCNPSCs -- 10/15/04
AAPD 04-15 Amendment 1	CASH AWARDS FOR USPSCs AND TCNPSCs -- 10/01/08
AAPD 04-13	Revised Procedures Allowing for Classification of U.S. Personal Services Contracts Positions Up to the GS-15 Equivalent -- 09/21/04
AAPD 03-11	Revision of Contracts/Contract Procedures for Personal Services Contracts with Foreign Service Nationals (FSNs) to Work in Iraq and Afghanistan -- 12/02/03
AAPD 03-07 Revised	Instructions to Contracting/Agreement Officers on their Role in the Debt Collection Process -- 09/30/04
CIB 01-10	Revision of Medical Clearance Process - Personal Services Contracts ("PSCs") with U.S. Citizens -- 03/31/01
CIB 01-09	Competitive Process - Personal Services Contracts ("PSCs") with U.S. Citizens for Support of HIV/AIDS and Infectious Disease Initiatives -- 03/30/01
CIB 01-07	Clarification of the Extension/Renewal Policy Regarding Personal Services Contracts (PSCs) -- 03/23/01
CIB 01-05	Clarification of the Rest and Recuperation (R&R) Policy Regarding Third Country Nationals (TCNs) -- 03/2001
CIB 00-08S	Revision of Competitive Process-Personal Services Contracts ("PSCs") with U.S. Citizens -- 03/00
CIB 00-08	Revision of Competitive Process - Personal Services Contracts ("PSCs") with U.S. Citizens -- 10/00

CIB 00-03	00 FICA & Medicare Tax Rates for Personal Services Contracts (PSCs) -- 01/00
CIB 99-22	PSC Policy -- 10/99
CIB 99-15	Changes to AIDAR Concerning Resident Hires and Deviations -- 08/99
CIB 98-23	Guidance Regarding Classified Contract Security and Contractor Personnel Security Requirements -- 12/98
CIB 98-14	Change in Required Application Form for USPSCs -- 05/98
CIB 98-12	Guidance Regarding Advertisement of Personal Services Contracts (PSCs), and Requirements for Evaluating Applications for PSCs -- 04/98
CIB 98-11	Determining a Market Value for Personal Services Contractors Hired Under Appendix D, Handbook 14 -- 04/98
CIB 97-19	Advertising for Short-Term Personal Services -- 08/97
CIB 97-17	PSC's with U.S. Citizens or U.S. Resident Aliens -- 07/97
CIB 97-16	Class Justification for Use of Other Than Full and Open Competition for Personal Services Contracts with U.S. Citizens Contracted with Locally, with CCNs and TCNs Subject to the Local Compensation Plan, and for Overseas Contracts of \$250,000 or Less -- 07/97
CIB 96-23	Unauthorized Provision in Personal Services Contracts -- 09/96
CIB 94-09	Sunday Pay for U.S. Personal Services Contractors (PSCs)— 1994
CIB 93-17	Financial Disclosure Requirements under a Personal Services Contract (PSC) -- 11/93
CIB 89-29	Use of Government Bill of Lading for Transportation of Personal Service Contractor (PSC) Household Effects, Unaccompanied Baggage, and Privately Owned Vehicles -- 11/89

## **F. LIST OF REQUIRED FORMS:**

For initial consideration:

1. OF-612. You may attach a resume or CV.

Upon advice by the Contracting Officer that the applicant is successful, the following forms will be needed:

1. Contractor Employee Biographical Data Sheet (AID 1420-17)
2. Contractor Physical Examination Form (DS 1843) or copy of current valid medical clearance.

If you decide to submit an application, it should be received no later than the closing date and time indicated on the first page of this document. Applications shall be submitted in envelopes with the name and address of the applicant and SOL # inscribed thereon to:

USAID/Peru  
Executive Office  
Av. Lima-Polo cuadra 1 s/n  
Monterrico – Lima 33  
Monday thru Friday, 8:00 am to 5:00 pm

E-mail submission is acceptable. However, it is the individual's responsibility to ensure all documentation is received on time and is complete.

Any questions concerning this announcement must be submitted in writing to Marisol Diaz, via e-mail at [madiaz@usaid.gov](mailto:madiaz@usaid.gov) ph. (511) 618-1406